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Subject: **VAP/DPC Template Reporting**

Last week during the RBM Training meeting, the issue of VAP template reporting time frames was discussed. The agreement was that all VAP reporting updates should be completed by the last day of the month the promotion is scheduled to be worked; i.e., May Doral B2G1F reporting is completed by Friday, May 26th, the last day of coverage period. This guideline should also be followed for the reporting of monthly DPC promotions.

As clarification, this guideline covers the last date reporting should be completed. Reporting updates should be completed on a weekly basis as VAP or DPC shipments to retail occur.

Call if you have any questions

Don

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